

Mahaiwe Performing Arts Center Office Administrator

Position Overview: The Office Administrator provides direct support to the Senior Leadership team, and general support to the entire staff. Key responsibilities include office support, database maintenance, finance support, acting as secretary to the board, maintaining company files and archives, and other duties as requested. The position requires the ability to manage multiple projects, anticipate the needs of and make effective connections among various stakeholders, create pathways and processes for others to follow, and meet deadlines.

Schedule: Full-time (40 hrs, Mon-Fri)

Reports to: Director of Finance Administration

Hourly Rate: \$22-24/hour (plus generous benefits package)

PRIMARY RESPONSIBILITIES

Board, Staff, and Archival Support:

- Arrange for Board meetings, including keeping calendars, sending reminders and materials.
- Maintain Board records, including agendas, minutes, attendance, and contact information.
- Arrange for staff meetings, events, and recognitions.
- Post job openings on multiple third-party websites; coordinate applicant responses.
- Maintain archives of printed materials and news.

Office Support:

- Maintain Office365 system - establishing Outlook accounts for all staff, distribution lists, calendars, shared folders and files.
- Coordinate office facilities, manage phone system and equipment needs.
- Maintain supplies on a regular inventory schedule and interface with vendors.
- Receive and sort incoming mail and deliveries and manage outgoing mail.

Finance Support:

- Make and record daily deposits.
- Process accounts payable and receivable.
- Create weekly journal entries to record box office ticket sales and perform ongoing reconciliations.
- Submit ticket sales reports to HD broadcast vendors and film distributors.
- Assist Finance Manager with other routine clerical tasks as needed.

Database Support:

- Assist Database Manager in maintaining contacts in database, adding, deleting, updating and merging contacts as needed.

General:

- Contribute to a welcoming, respectful, and inclusive working environment.
- Participate actively and authentically in ongoing training and conversations about the role of social equity issues in the organization's work.

Qualifications/Requirements:

- High level computer skills, including Microsoft Office (Office365) systems.
- Knowledge of QuickBooks (or similar accounting software), and experience with basic bookkeeping tasks.
- Experience working in CRM/database systems (ideally Salesforce or Patron Manager).
- Ability to manage multiple projects while maintaining a high level of accuracy and timeliness.
- High level ownership of projects, including anticipating the needs of stakeholders and creating clear pathways and processes for others to follow.
- Excellent written and verbal communication.
- Integrity, discretion, and confidentiality.
- Readiness to work in an environment that values and includes diverse group identities.

How to Apply: Send resume and a brief paragraph in answer to each of the following questions to HR@mahaiwe.org.

1. What about this job particularly appeals to you?
2. What makes you uniquely qualified for this job?
3. How would your current co-workers describe you?